



## DEPARTMENT OF CONSERVATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF CONSERVATION	<b>RELEASE DATE:</b>	May 15, 2009
<b>POSITION TITLE:</b>	Deputy Chief, Division of Land Resource Protection	<b>FINAL FILING DATE:</b>	May 29, 2009 or Until Filled
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILE DATE:</b>	
<b>SALARY RANGE:</b>	\$6,138.00 - \$7,838.00	<b>BULLETIN ID:</b>	05052009_2

### POSITION DESCRIPTION

ONE VACANCY LOCATED AT HEADQUARTERS IN SACRAMENTO

Under the general direction of the Assistant Director, Division of Land Resource Protection (DLRP), the Deputy Chief plans, organizes, and directs the staff responsible for the operation of DLRP, which includes, 36 permanent employees who are responsible for the administration of the Division's varied programs as mandated by State statutes. These programs include: The California Land Conservation (Williamson) Act/Open Space Subvention Act; the California Farmland Conservancy Program (CFCP); the Farmland Mapping and Monitoring Program (FMMP); the Watershed Program; and the Resource Conservation District (RCD) Program. The Deputy Chief serves as a member of the Director's Executive Team and makes policy recommendations to the Directorate and the Resources Agency on sensitive program issues. The Deputy Chief is instrumental in the development of program issues, in the development and implementation of the policies of the Resources Agency and the Director as they relate to the conservation of agricultural resources, and in the interpretation of policies established by the Legislature, the courts, and legal opinions pursuant to the Williamson Act/Open Space Subvention Act. This would include: The impact of current legislation and judicial proceedings on local planning practices, the functioning of the Williamson Act, and related matters; the role

of the Williamson Act in providing for long-term conservation of agricultural resources; coordination of an efficient Williamson Act enforcement program; significant issues relating to the Open Space Subvention Act, including operational concerns at the local level; issues relating to grants of State funds to local organizations for permanent agricultural easements and for obtaining additional grant funding; expanding the successful and cost-effective watershed coordinator program into a statewide program and establish a statewide Watershed Advisory Committee; increasing the ability of DLRP to influence local planning decisions by establishing a statewide Citizen's Farmland/Open Space Advisory Committee charged with identifying policy and programs that will create incentives for local communities to protect their most important land from development; through the efforts of a statewide task force, creating statewide criteria that can be adapted by local communities to identify "Heritage" land that should be preserved for future generations while accommodating population growth; and works with the 103 RCDs to expand their ability to implement conservation programs at the local level while working closely with private and public landowners. Reviews key policy and programmatic decisions that affect these programs and the Department. The position exists in Sacramento.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

### **EITHER I**

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **OR II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **OR III**

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

### **OR IV**

Must be a person retired from the United States military, honorably discharged from military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

## **KNOWLEDGE AND ABILITIES:**

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration; organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; methods to effectively promote equal opportunity in employment.

- 2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; gain the confidence and support of top level administrators and advise them on a wide range of administrative and adverse matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; the ability to maintain a work environment that is free of discrimination and harassment.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
- Knowledge of the federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies pertaining specifically to the Williamson Act/Open Space Subvention Act; California Farmland Conservancy Program; Farmland Mapping and Monitoring Program; Resource Conservation District program; and the Watershed program.
- Knowledge of the Public Resources Code laws; California Land Conservation (Williamson) Act and the related Open Space Subvention Act; and the California Farmland Conservancy Program that affect the Division of Land Resource Protection in the Department of Conservation.
- Familiarity with Department's programs within the Division of Land Resource Protection, including: The Williamson Act/Open Space Subvention Act; California Farmland Conservancy Program; Farmland Mapping and Monitoring Program; Resource Conservation District Program; and the Watershed Program.

- Knowledge of California state government financial and budgetary systems including; the administrative processes for establishing, modifying and monitoring Department, Division and Program budget appropriations; the administrative processes for tracking budget expenditures at all levels of detail including the use of the State accounting reporting system (CALSTARS). In addition, knowledge of bonds as a funding vehicle for local assistance and program support.

## **SPECIAL PERSONAL CHARACTERISTICS**

- Excellent oral and written communication
- Dependability, flexibility and integrity
- Willingness to work long hours over extended periods of time.
- A personal commitment to the mission and goals of the Department of Conservation and the Division of Land Resource Protection.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of **Deputy Chief, Division of Land Resource Protection** with the **DEPARTMENT OF CONSERVATION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job related evaluation criteria developed from the minimum qualifications, desirable qualifications, and special personal characteristics.

## **STATEMENT OF QUALIFICATIONS**

In addition to the Standard State Application (STD 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and special personal characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments.
2. Describe your ability and experience in planning, organizing and directing the work of multidisciplinary professional and administrative staff.
3. Describe your knowledge of the principles and practices of public administration, organization and management, include in your response experience in agricultural land policies and programs.

4. Describe your knowledge of, and experience with, the California legislative and budgetary processes, state control agencies, and other governmental entities that are necessary for effective program implementation.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
6. Describe your knowledge and experience in the agricultural land field (State, federal and/or private).

## **FILING INSTRUCTIONS**

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 pm on the final filing date, will not be accepted. Application packages must include two copies of the items listed below

### **All interested applicants must submit:**

- A standard State application (Std. 678) with civil service titles and dates of experience. Applications may be obtained from the State Personnel Board's website at <http://www.spb.ca.gov>.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the six critical factors listed above. The statement should be no more than two (2) pages in length. Applications received without the "Statement of Qualifications" will be rejected.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

Department of Conservation, Examination Unit, Theresa Xavier  
801 K Street, 22<sup>nd</sup> floor, MS 22-13, Sacramento, CA 95814

## **ADDITIONAL INFORMATION**

Application packages may also be hand-delivered to the address indicated above.

Questions regarding the examination process should be directed to Theresa Xavier at [Theresa.Xavier@conservation.ca.gov](mailto:Theresa.Xavier@conservation.ca.gov) or at (916) 322-6412.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements mark the appropriate box in Part 2 of the "Examination Applications." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF CONSERVATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications: Candidates** must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/texdocs/specs/s7/s7500.txt>